

**REQUEST FOR PROPOSAL
CITY OF SOMERVILLE
PURCHASING DEPARTMENT
CONSULTING SERVICES FOR THE BEST RETAIL PRACTICES PROGRAM**

RFP No. 09-52CD

Sealed proposals will be received at the Office of the Purchasing Director, Somerville City Hall, 93 Highland Avenue, Somerville, Massachusetts until **11:00 a.m., Monday, April 27, 2009** for the furnishing of the following to the City of Somerville:

The City of Somerville, Office of Strategic Planning and Community Development, through its Purchasing Department, is soliciting proposals from qualified service providers for consultant services for a Retail Best Practices Program. The successful proposer will provide retail interior design and marketing consulting services. The contract will be for a period of one year.

Copies of the Request For Proposal may be obtained from the Office of the Purchasing Director, Somerville City Hall, 1st Floor, 93 Highland Avenue, Somerville MA 02143, on and after **Monday, April 13, 2009** between the hours of 8:30 a.m. and 4:30 p.m. Monday – Wednesday, 8:30 a.m. to 7:30 p.m. on Thursdays and 8:30 a.m. to 12:30 p.m. on Fridays.

The successful Proposer must be an Equal Opportunity Employer.

The City of Somerville reserves the right to reject any or all proposals, waive any minor informality in the proposal process, and accept the proposal deemed to be in the best interest of the City.

THERE MUST BE NO MENTION OF THE APPLICANT'S FEE IN THE PROPOSAL. ANY MENTION OF THE FEE WILL SUBJECT THE PROPOSAL TO REJECTION.

Questions concerning the Request for Proposals may be submitted in writing by **12:00 p.m., Friday, April 17, 2009** to Rositha Durham, Purchasing Director, at the address above, by fax (617-625-1344) or email at rdurham@somervillema.gov. Answers will be sent to all vendors who received the Request for Proposals (RFP) through the Purchasing Department.

Rositha Durham
Purchasing Director
617-625-6600 x3400

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